

**STATE INFORMATION TECHNOLOGY SYSTEMS RISK ASSESSMENT**  
**Bismarck, North Dakota**

**INFORMATION TECHNOLOGY**

**As of May 15, 2002**

Client Code 1100

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May 15, 2002

Governor of North Dakota  
Members of the North Dakota Legislative Assembly

Transmitted herewith is the risk assessment report of information technology systems within North Dakota State government. The risk assessment will be used to help us to direct our audit resources towards the applications that are important to the State of North Dakota.

We reviewed 50 Executive Branch State Agencies and assessed risk for 379 information technology systems identified within those agencies.

The Office of the State Auditor would like to thank the agencies involved for providing us with the information necessary for this risk assessment.

Sincerely,

Robert R. Peterson  
State Auditor

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## EXECUTIVE SUMMARY

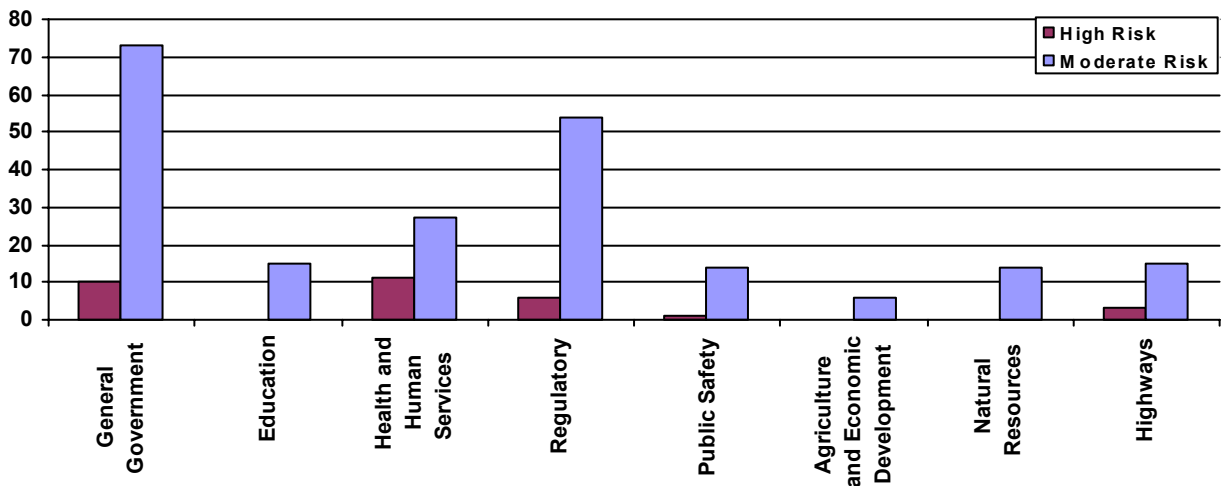
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The purpose of this report is to create a list of information technology systems used by Executive Branch State Agencies and establish a risk rating for them. The risk rating will be used to help us to direct our audit resources towards the applications that are important to the State of North Dakota.

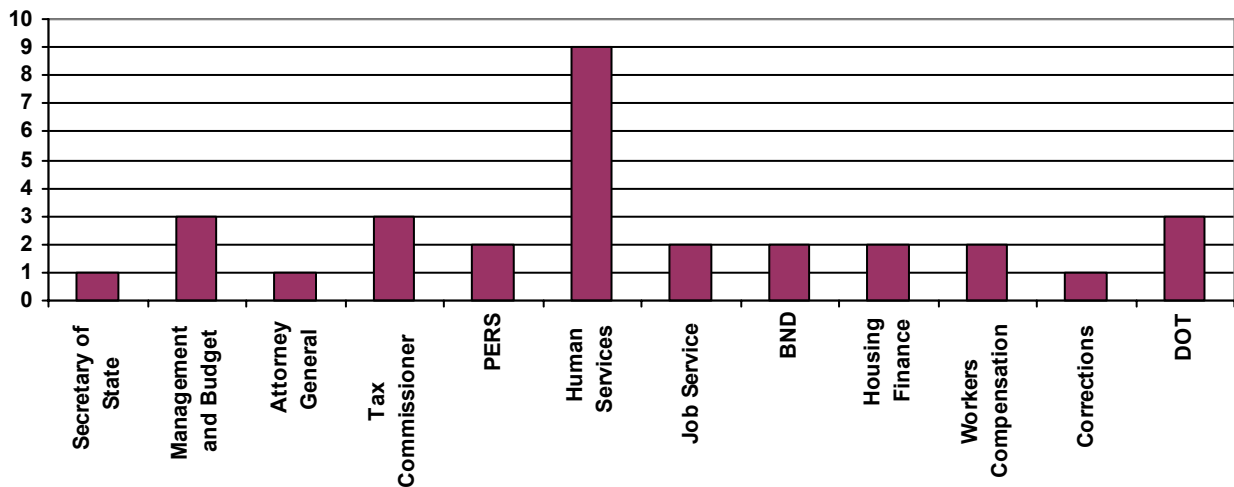
The risk rating does not necessarily indicate the level of problems with the system, but instead the potential for significant problems to occur. A higher risk rating indicates a greater potential that errors in the system or operation of the system will have a material effect on the State of North Dakota.

This risk assessment identified 379 systems of which 31 were high risk and 218 were moderate risk.

### Number of Systems by Governmental Function



### Number of High Risk Systems by Department



### List of High Risk Systems

Department	System Name	Rating
Human Services	Vision	294.35
Human Services	Medicaid Management Information System	291.70
Human Services	Technical Eligibility Computer System	289.30
Job Service	Unemployment Insurance - Benefits, and, Tax	284.05
Management and Budget	Payroll	279.80
Human Services	Fully Automated Child Support Enforcement System	278.05
Job Service	Job Placement and Job Training	274.00
Human Services	Comprehensive Child Welfare Information and Payments System	266.80
Management and Budget	Statewide Accounting and Management information System	266.55
Bank of North Dakota	Guaranteed Student Loans	266.40
Workers Compensation	Policy Holder Services System	263.60
Department of Transportation	Vehicle Registration and Titling System	261.70
Department of Transportation	Drivers License Master File	258.05
State Tax Commissioner	Electronic Document Management System	257.60
Human Services	Automated Regional Information System	256.55
Housing Finance Agency	Dynamic Loan System	253.80
State Tax Commissioner	Data Entry System	251.20
Office of the Attorney General	Criminal History File	251.05
Corrections/Rehab	DOCSTARS	249.10
State Tax Commissioner	Processing and Compliance System	247.10
Human Services	Vocational Rehabilitation Information System	246.80
Workers Compensation	Claims Management System	246.10
PERS	Group Insurance	243.90
Secretary of State	Business Registration	242.90
Human Services	Versa System	242.35
Bank of North Dakota	Master Information and Control Manager	241.35
Housing Finance Agency	Loan Tracking	240.65
PERS	Employee Retirement	238.95
Management and Budget	Statewide Integrated Budgeting and Reporting System	235.65
Human Services	Low Income Home Energy Assistance Program	235.10
Department of Transportation	Financial Accounting and Reporting Information System	234.50

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## OBJECTIVE

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Our objective is to create a list of information technology systems used by Executive Branch State Agencies and establish a risk rating for them. The risk rating will be used to help us to direct our audit resources towards the applications that are important to the State of North Dakota.

Due to time and resource constraints we did not intend this to be a complete list of all applications. We identified applications that were significant to the agency and its mission. Due to the limitations there is a potential for a number of applications that would fall into the low category and a few that would fall into the moderate category to not be identified.

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## METHODOLOGY

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We selected fourteen categories to use for determining the risk rating. Each category was assigned a weight factor. For each system, we rated each of the fourteen categories as low (1 point), moderate (2 points), or high (3 points). We then multiplied the rating times the weight factor and totaled the categories to obtain the risk rating for the system. Risk ratings can range from 105 to 315 with 230 or greater being high risk, 170 to 229 moderate risk, and less than 170 low risk. The auditor performed an initial assessment of risk and if in his or her judgment the risk was low then no further information was gathered but the system was listed and marked as immaterial.

## SCOPE

### List of Departments included in review:

#	Name	#	Name	#	Name
101	Office of the Governor	253	School for the Blind	475	North Dakota Mill and Elevator Association
108	Office of the Secretary of State	270	Vocational & Tech Education	485	Workers Compensation Bureau
110	Office of Management and Budget	301	Department of Health	504	Highway Patrol
	Central Services	313	Veterans Home	506	State Radio Communications
	Surplus Property	316	Indian Affairs Commission	512	Division of Emergency Management
	Central Personnel	321	Department of Veterans Affairs	530	Department of Corrections/Rehab
	Division of Community Services	324	Children's Services Coordinating Committee		Roughrider
112	Information Technology Dept	325	Department of Human Services		Youth Correctional Center
	Division of Independent Study		State Hospital	540	Office of the Adjutant General
120	Office of the State Treasurer		Developmental Center	601	Department of Commerce
125	Office of the Attorney General	360	Protection and Advocacy Project		Field Services
127	Office of the State Tax Commissioner	380	Job Service North Dakota		Tourism
	BCI	401	Office of the Insurance Commissioner		Economic Development
140	Administrative Hearings Office	405	Industrial Commission	602	ND Department of Agriculture
190	Retirement and Investment Office	406	Office of the Labor Commissioner	616	State Seed Department
192	Public Employees Retirement System	408	Public Service Commission	701	State Historical Society
201	Department of Public Instruction	412	Aeronautics Commission	709	Council on the Arts
215	North Dakota University System	413	Dept of Financial Institutions	720	Game and Fish Department
226	Land Department	414	Office of the Securities Commissioner	750	Department of Parks and Recreation
250	State Library	471	Bank of North Dakota	770	Water Commission
252	School for the Deaf	473	North Dakota Housing Finance Agency	801	Department of Transportation

### List of Departments excluded from review:

#	Name	#	Name	#	Name
117	Office of the State Auditor	232	UND Medical Center	244	ND Forest Service
150	Legislative Assembly	235	ND State University	627	Upper Great Plains Transportation Institute
160	Legislative Council	238	ND State College of Science	628	Branch Research Centers
180	Judicial Branch	239	Dickinson State University	630	NDSU Extension Service
227	Bismarck State College	240	Mayville State University	638	Northern Crops Institute
228	Lake Region State College	241	Minot State University	640	NDSU Main Research Station
229	Williston State College	242	Valley City State University	649	Agronomy Seed Farm
230	University of North Dakota	243	Minot State University - Bottineau	665	North Dakota State Fair



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## DESCRIPTION OF RISK CATEGORIES

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Overall Auditor Assessment – the auditor's general assessment of the application after taking into account the entire system. Used to rate the overall risk of the system when looking at everything known about the system.

Regulatory/Legal Requirements – the amount and importance of regulatory or legal requirements the system is subject to. Used to rate the risk associated with non-compliance with the regulatory or legal requirements.

Sensitive/Confidential Information – the amount and importance of sensitive or confidential information contained in or processed by the system. Used to rate the risk associated with disclosure of such information.

Control Environment – the knowledge of information technology within the agency and the attitude of management towards internal control. Used to rate the risk associated with internal controls at the agency that uses the system.

Importance of the System to Management – managements rating of the importance of the system to the agency and its mission.

Federal Transactions – whether the system processes federal transactions or not. Used to rate the risk associated with federal scrutiny of systems processing federal dollars.

Dollars Supported – the total dollars supported by the system in one year. The number was estimated if not known. The greater the dollars, the greater the potential dollar impact of errors.

Outside Reliance – the degree to which people outside the agency rely on information received from the application. Used to rate the risk associated with others outside the agency relying on the system.

Number of Transactions – the number of transactions processed by the system in one year. The number was estimated if not known. Used to rate the risk associated with the volume of transactions, the more transactions the greater the complexity of the system.

Processing Platform – the platform the system is processed on. Used to rate the risk associated with the environment the system is processed in, the greater the risk in the processing environment the greater the risk of the system regardless of the system controls present.

Age of the System – the age in years of the system. Used to rate the risk associated with the age of the system, very new systems are riskier due to initial errors that a present in most new systems. Older systems are riskier due to the amount of changes that are made to them over time.

Decentralization – the degree to which data input is decentralized. Decentralization refers to the number, location, and type of personnel doing input into the system.

User Training – the amount of user training required to properly use the system.

Developed By – the developer of the system. Used to rate the risk associated with the development process the system was subject to. Systems that are subject to good systems development process are less likely to contain errors and are more likely to be properly tested.

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## IT SYSTEMS BY GOVERNMENT FUNCTION

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### General Government

#### Office of the Governor

System	Civic Tracker	Rating
		139.65 Low

This is a pre-written windows application purchased for correspondence tracking. A Microsoft Access database file holds the Civic Tracker application.

## Office of the Secretary of State

System	Business Registration	Rating
	242.90	High

This application is used for business registration work.

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System	UCC	Rating
	224.10	Moderate

UCC- Uniform Commercial Code- Review and process UCC filings and Federal, State Tax Liens. Statutory Liens, Farm products Notices and related lien documents. These documents are filed to protect the collateral of secured parties.

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System	Contractor	Rating
	179.85	Moderate

Licensing any person who engages in the business or is acting in the capacity of a contractor within the state.

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System	Tradename	Rating
	178.90	Moderate

This application contains trade name registrations.

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System	Partnership	Rating
	178.90	Moderate

Partnership registrations, general, limited, limited liability, limited liability limited

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System	Trade Mark	Rating
	170.60	Moderate

This application contains Trademark registrations.

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System	Fictitious Name	Rating
	170.60	Moderate

This application contains fictitious name registrations.

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System	Accounting	Rating
	165.70	Low

Accounts receivable & payable along with all other accounting functions.

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System	Reserved Name	Rating
	161.85	Low

Reserved Name registrations of business entities including corporations and partnerships.

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System	Fundraiser/Solicitor	Rating
	152.50	Low

If the solicitation is to be made in whole or in part by a professional fund-raiser or professional solicitor, such solicitation must be licensed in this state.

System	Charitable Organization	Rating
	152.05	Low
	Licensing any charitable organization which may solicit contributions from persons in this	
System	Notary	Rating
	152.05	Low
	Appoint Notaries Public. Notary holds office for a period of six years.	
System	Elections	Rating
	152.05	Low
	Constitutional and Statutory Petition Review.	
System	Public Document Inventory	Rating
	151.35	Low
	Inventory of public documents such as Blue Books, NDCC, Admin. Code etc.	
System	Chemical Appointment of Agent	Rating
	143.75	Low
	<p>"Appointment of Agent for use of Chemical Applications.</p> <p>A Chemical Applicator Appointment of Agent is a written power of attorney designating the Secretary of State as the agent of such nonresident upon whom service of process may be served"</p>	
System	Lobbyist	Rating
	143.75	Low
	Licensing any person who engages in the activities listed in NDCC 54-05.1-02	
System	Boxing	Rating
	140.10	Low
	Regulation of Boxing, Kickboxing, and Sparring.	

## Office of Management and Budget

System	Payroll	Rating
	279.80	High
Maintain payroll for all state agencies except colleges & universities; BND; ND Mill & Elevator; Housing & Finance; and Roughrider Industries.		
System	SAMIS	Rating
	266.55	High
The Statewide Accounting & Management Information System. Includes system Ids of MB1, MB2, MB24, MB24JV, MB26, MB27, MB29, MB3, MB4, MB43, MB8 & MB9. - System ID is MB1-9		
System	SIBR Statewide Integrated	Rating
	235.65	High
Maintain budgets for all state agencies		
System	Cost Allocation	Rating
	199.85	Moderate
Allocate SAMIS transactions from a cost pool to grants.		
System	Procurement System	Rating
	197.85	Moderate
A system for facilitating the procurement process for state agencies. Maintains a data base of qualified vendors, a commodity identification system, interactive agency requisition completion and submission by agencies, bid development and processing, bid award analysis, Procurement Office purchase order issuing, interactive agency purchase order issuance, and reporting of procurement activity. - System ID SP 0		
System	Fixed Assets (Fiscal	Rating
	185.90	Moderate
Tracks fixed assets for state agencies		
System	Metasys (Facilities Management)	Rating
	185.30	Moderate
1) This application is a building automation system. 2) Building Automation – Trending It allow the control of heating, HVAC and other building equipment. This application is an archive of analog values including space and systems temperatures, boiler steam flows, and building electrical consumption. 3) Building Automation - Totalization This application is an archive of equipment runtime, count of start-up cycles, and amount of boiler steam production. 4) History This application is an archive of binary alarm conditions for mission critical		
System	CAFR Closing Package	Rating
	179.25	Moderate
On-line forms for agencies to complete in order to report financial information not on SAMIS and other information necessary for CAFR completion - System ID is MB59		

System	Job Announcement (Central	Rating
	175.90	Moderate
Posts all job openings to web site and distributes announcements via list server - System ID CP 4		
System	WinPak (Facilities Management)	Rating
	175.60	Moderate
This application is a card access system which allows computerized control over entry into any area that can be secured with a lock and key.		
System	RiskKey (Risk Management)	Rating
	174.30	Moderate
Software program that facilitates the automation, tracking inquiry, validation, management, reporting and analysis of tort and workers compensation data on incidents/events, claims and litigation		
System	Work Request System (msWeb)	Rating
	158.65	Low
This application is part of the maintenance management system. It allows Facility Management to have work requests entered from agencies through an Internet browser. Facility Management has a license for this that effectively covers all state agencies.		
System	Forms Index, File Index	Rating
	156.90	Low
This application creates lists of Facility Management files and forms. Created in MS Word		
System	Training (Central Personnel)	Rating
	155.65	Low
Tracks the number of state employees enrolled in training courses, and the number of courses and sessions		
System	Central Supply Inventory	Rating
	154.50	Low
A perpetual inventory system that reports inventory valuation at average cost. System generates billings for sales to customers and transaction history summaries. - System ID		
System	Existing Conditions Drawings	Rating
	152.20	Low
This application consists of AutoCad files of Capitol Complex buildings.		
System	Maintenance Management	Rating
	149.35	Low
This application is a maintenance management system. It allows Facility Management to store and track maintenance information. Facility Management has five client licenses. Created in MS2000		

System	Capitol Improvement Projects	Rating
	147.50	Low
This application lists all projects and improvements at the Capitol Complex to determine if the project should be capitalized. Lists include dates, invoices, and project amounts. This program has been created in Microsoft Excel.		
System	Safety/Security (Facilities	Rating
	147.35	Low
This application creates lists of individuals needing assistance during emergencies, designated exits, and emergency contact persons for the Capitol Complex. Create in MS		
System	Classification/Reclassification	Rating
	146.90	Low
Tracks all position classification and reclassification request forms		
System	Key Inventory (Facilities	Rating
	146.90	Low
This application lists all keys checked out to individuals located on the complex. Also lists inventory of keys on hand. This is a Microsoft Excel spreadsheet		
System	Personnel Classification (Central	Rating
	146.65	Low
Provides position control via position number and job classification - System ID CP 1		
System	Leases by County/Agency	Rating
	144.30	Low
This application lists all state agencies that rent office/storage space located in other areas of the state. (This is a spread sheet created in Microsoft Excel		
System	Space Utilization	Rating
	143.45	Low
The Space Utilization Book lists all agencies located on the complex by floor, sq. ft, and total space. The Office/Storage space rental is a spreadsheet used to charge state agencies. This spreadsheet does not keep track of monetary costs - only square footage of the space rented by the agencies. The Leases by County/Agency tracks the rent receivables for the space rented by the counties and agencies. This is a Microsoft Excel spread sheet.		
System	Capitol Improvement Requests	Rating
	142.65	Low
This application is a series of Word documents summarizing each individual capital improvement request.		
System	Capital Project Planning	Rating
	142.65	Low
This application is a series of spreadsheets compiled to monitor, track, and propose capital projects of all state agencies.		

System	Central Duplicating	Rating
	139.50	Low
<p>A billing and management information system for capturing duplicating production data. Designed to capture time and materials production data; however, this type of data is no longer collected and parts of the system are no longer used. - System ID CS 2</p> <p>The Central Duplicating System program is designed to bill out completed print jobs to other state agencies across North Dakota. Central duplicating only accepts print jobs from other state agencies.</p>		
System	Digital Records (Facilities	Rating
	0.00	Immaterial
<p>This application is a collection of Digital records/photos of state buildings.</p>		
System	Vendor Badge (Facilities	Rating
	0.00	Immaterial
<p>This application creates vendor badges and contains pictures of vendors working at the Capitol Complex.</p>		



## Information Technology Dept

System	4-D (Division of Independent	Rating
	209.55	Moderate
	Database of customer (students) records.	
System	Data Processing Billing System	Rating
	194.55	Moderate
	Includes source data and billing history for ITD data processing services.	
System	Telecommunications Billing	Rating
	185.65	Moderate
	Includes source data and billing history for telephones and related usage.	
System	Customer Information System	Rating
	178.65	Moderate
	This application contains fixed asset records and telecommunications information. Customers do not have access to this application. A lot of the telecommunications equipment is located outside of the capitol.	
System	Records Management Retention	Rating
	163.70	Low
	Some records have a defined retention period in state law.	
System	Online Work Request System	Rating
	161.15	Low
	This application contains information for the Development Section at ITD for the development work needing to be done for other state agencies.	
System	Helpdesk Expert Automation Tool	Rating
	154.40	Low
	HEAT- Helpdesk Expert Automation Tool)	
	HEAT is an on-line problem tracking system that they use for problems reported by customers. The support center has 5 people that log problems.	
System	Micrographic Billing System	Rating
	154.05	Low
	Includes source data and billing history for ITD micrographics services.	
System	TopClass (Division of	Rating
	153.85	Low
	Database of customer (student) course material.	

System	Time Reporting	146.15	Rating Low
System tracks hours worked, where charged, and leave taken.			
System	Web-Based Work Request System	139.85	Rating Low
This application tracks all work requests (except development requests) needing to be done for other state agencies. - Note processing environment is web-based.			
System	Forms Management System	133.40	Rating Low
Contains a listing of all state forms, assigned form number, and responsible			
System	Program Inventory	132.35	Rating Low
Inventory of all programs ITD developed or user departments purchased and are responsible to maintain.			
System	Micrographic Index System	128.55	Rating Low
Identify number, retention, date created, type, and content of original film and microfiche.			
System	Employee Training	119.35	Rating Low
Database of training received for each employee.			
System	Stock Status	0.00	Rating Immaterial
Inventory of forms on hand and number used in the year for Operations.			

## Office of the State Treasurer

System	City Sales Suspense Distribution	Rating
	198.05	Moderate

This application is a distribution of city sales tax to political subdivisions.

System	Highway Tax Distribution	Rating
	194.95	Moderate

This application is a distribution of highway tax to political subdivisions.

System	State Aid Distribution System	Rating
	194.95	Moderate

This application is for the distribution of state aid to political subdivisions.

System	Outstanding Check System	Rating
	193.20	Moderate

This application tracks all checks that are processed through the state as they are returned to the State Treasurer's office.

System	Financial Institution Tax	Rating
	189.15	Moderate

Distribution of financial institution taxes to political subdivisions.

System	Coal Severance Tax Distribution	Rating
	189.15	Moderate

This application is a distribution of coal severance tax to political subdivisions.

System	Coal Conversion Tax Distribution	Rating
	189.15	Moderate

This application is a distribution of coal conversion tax to political subdivisions.

System	City Occupancy Tax Distribution	Rating
	189.15	Moderate

Distribution of city occupancy tax to political subdivisions.

System	Airline Tax Distribution	Rating
	189.15	Moderate

Distribution of the airline tax to political subdivisions.

System	City Restaurant & Lodging Tax	Rating
	189.15	Moderate

This application is a distribution of City Restaurant and Lodging taxes to Political

System	Senior Citizens & Disabled	189.15	Rating Moderate
Distribution of senior citizen and disabled person homeowner tax credits to political			
System	Telecommunications Gross	189.15	Rating Moderate
Distribution of telecommunication gross receipt tax to political subdivisions.			
System	Transmission Line Taxes	189.15	Rating Moderate
Distribution of transmission line taxes to political subdivisions.			
System	Estate Tax Distribution	186.05	Rating Moderate
This application is a distribution of estate tax to political subdivisions.			
System	Forest - Flood Control - Taylor	180.25	Rating Moderate
Distribution of forest service, flood control, and Taylor grazing taxes to political subdivisions.			
System	Township Road & Bridge	177.75	Rating Moderate
This application is for the distribution of township road taxes to political subdivisions.			
System	Oil & Gas Production Tax	177.75	Rating Moderate
This application is a distribution of oil & gas production tax to political subdivisions.			
System	Gaming Tax Distribution	0.00	Rating Immaterial
Distribution of gaming tax to political subdivisions.			

## Office of the Attorney General

System	Criminal History File	Rating
		251.05 High

This system contains all fingerprint cards and the prosecution and disposition information for each arrest.

States attorneys and courts get direct access into the system to do record checks. Other law enforcement agencies use teletype equipment to send a request to State Radio that sends a request directly to the system and the system responds with a transaction back to State Radio where it is forwarded on to the requesting agency. Live scan units in 6 locations take pictures of fingerprints and enter demographic and arrest information. This information is transmitted into the NIST (National Institute of Standards and Technology) (See [www.nist.gov](http://www.nist.gov)) server at BCI where a transaction is passed from the NIST server to the interface server. A program is run automatically that takes each transaction and generates a search transaction on the AFIS workstation for Criminal Records personnel to review and process. The transaction also is sent to the Criminal History holding tank where they are reviewed by Criminal Records personnel and approved or changed and then approved. Once it has been approved a transaction is generated back to the livescan with the SID number of the individual. The information from the arrest will also in the near future be transmitted automatically to the FBI. Parole and Probation information will be uploaded to the Attorney

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System	Sex Offender Registration	Rating
		218.15 Moderate

Tracks the registry information on sex offenders

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System	Concealed Weapons	Rating
		209.35 Moderate

This system tracks all permits issued to people to allow them to carry a concealed weapon.

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System	Case Management	Rating
		205.30 Moderate

This system Tracks all information about criminal and drug cases that the agents are working on. It interfaces with Word documents.

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System	Intelligence System	Rating
		204.70 Moderate

This system allows law enforcement to gather intelligence information on crimes, subjects, vehicles, locations and organizations. It gives them the opportunity to search on various criteria to see subjects, crimes, etc. that fit certain selections.

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System	Charitable Gaming system	Rating
		200.80 Moderate

Tracks the gaming activities of the agency

System	CPAT Mail Tracking System	Rating
		199.45 Moderate
Application keeps track of consumer complaints against North Dakota businesses and mails out complainant/respondent forms to consumers		
System	Legal Mail Tracking	Rating
		198.80 Moderate
The Mail Tracking application manages correspondence that is received at the Attorney General's Office and addressed to the Attorney General specifically or to the Attorney General's office overall. The system tracks who sent the correspondence, the subject of the correspondence, where the correspondence is in the chain of review, the status of the review and where the correspondence is filed. A response is usually required for each piece		
System	Legal Billing System	Rating
		194.20 Moderate
The Attorney Time Keeping and Billing system keeps track of attorney and paralegal billable and non-billable hours of work for charging customers and internal office use.		
System	States Attorney System	Rating
		189.65 Moderate
The State's Attorney System is a system for state's attorneys to track all types of cases. It provides a tickler system to generate a daily report of special events within the office. The Attorney General's office calls this SAMS. In Grand Forks where SAMS is on the County AS400, this system is integrated with the Court Case Management system (UCIS). There is a project established for making this work where UCIS and SAMS are located on two separate AS400s in Bismarck.		
System	Legal Workload Tracking	Rating
		185.30 Moderate
The Attorney Work Load Tracking system was installed to keep track of daily, monthly and yearly assignments entered in by the attorneys and paralegal. It prints out daily workloads for each individual attorney or paralegal. The system records and tracks deadlines and reminder dates associated with specific cases, general administrative duties or personal		
System	Time Tracking and Weekly	Rating
		184.25 Moderate
BCI Agents track their time and file weekly reports on activities performed that week		
System	Protection and Restraining	Rating
		183.10 Moderate
The protection order system is a system provided to law enforcement for the collection of current protection and restraining orders. It is maintained strictly through teletype entries coming through state radio.		

System	Alcohol/Tobacco/gaming Licensing	Rating
	183.05	Moderate
Licensing of alcoholic beverage retailers; wholesale and retail tobacco dealers; transient merchants; coin-operated amusement devices operators, lessors, and distributors; fairboards; polygraph operators; charitable gaming operators; gaming manufacturers and distributors; and wholesale fireworks distributors		
System	Legal Docket system	Rating
	180.45	Moderate
The Docket system was set up to keep track of North Dakota Attorney General Office civil litigation cases. It is used to track all lawsuits that came into the Office of Attorney General. These lawsuits may be against the state, state agencies or state employees by an outside party. It is important to know all litigation that has been handled in the past and is currently being handled to determine if any conflict of interest exists. It is also a system that is meant to be a tool to manage the case loads of staff and produce statistical reports. A register of all cases is required by law.		
System	Warrants	Rating
	164.55	Low
The warrant system contains information about current arrest warrants. It is maintained strictly through teletype entries coming through state radio. Transactions are transmitted to the Attorney General's office from State Radio where they are processed and a transaction sent back from the system to state radio where it is forwarded to the requesting agency. The Warrant system will also generate a request for a Sex Offender check and Parole Probation check when the new Sex Offender Registration system is implemented.		
System	Uniform Crime Reporting	Rating
	157.20	Low
The UCR system is a statistical reporting system which is used to compile crime and arrest information from local law enforcement agencies. A file is generated from the PC based software and either transmitted to the Attorney General office or mailed to the Attorney General on a diskette. This information is uploaded to AS400 for further processing and reporting and then it is uploaded to the maintenance file for summary reporting.		
System	Training Records	Rating
	149.85	Low
This system allows the Training Academy under BCI to collect training records.		

## Office of the State Tax Commissioner

System	Electronic Document	Rating
	257.60	High
Individual Income Tax returns are scanned and OCR into EDMS system and Sales Tax returns are scanned into EDMS system.		
System	Data Entry System	Rating
	251.20	High
Key and key-verify tax returns and payments.		
System	Processing and Compliance	Rating
	247.10	High
The Processing and Compliance System processes tax returns and payments, math-verifies, posts to databases, and reviews returns for compliance. Validates and stores all tax returns and related information. Maintains all audit tax return information. Provides for the tax filing and collection information.		
System	Fed/State Income Tax Electronic	Rating
	223.45	Moderate
Retrieve and Process Electronically Filed Individual Income Tax Returns.		
System	Validation System	Rating
	196.20	Moderate
The Validation system stamps returns and payments with a document locator number and batches returns in groups of 100 to prepare them for data entry.		
System	Sales Tax WebFile System	Rating
	194.40	Moderate
Taxpayers file Sales Tax Returns on the Internet. The applications is hosted by Frank Solutions Inc. The Webfile System allows businesses (taxpayers) with an option of filing state sales tax returns (Form S1 and S2) over the internet. The taxpayer then has three options of paying the sales tax. They can mail in check with a voucher that can be printed from the website, ACH Debit (transaction is initiated by Tax Department), or ACH Credit (transaction is initiated by the taxpayer's bank).		
This system just collects the information and reformats it to go into the Processing and Compliance System.		
System	Income Tax Refund Abstract	Rating
	192.35	Moderate
MS Access database to keep track of refunds issued and their check numbers. This system aids in determining the status of a refund when a taxpayer inquires about it.		



System	Alcohol Tax	Rating
	192.00	Moderate
Microsoft Access database is used to post and reconcile collections of alcohol taxes.		
System	Renter Refund System	Rating
	186.10	Moderate
This application used MS Access to process rent refund claims for renters who are 65 years of age and older.		
System	Cigarette & Tobacco Tax	Rating
	181.95	Moderate
Microsoft Access database is used to post and reconcile collections of Cigarette and Tobacco taxes.		
System	Accounting System	Rating
	179.50	Moderate
<p>The Accounting System is a Great Plains accounting system that accumulates tax return receipts information from the validation system and ACH transactions from the main frame.</p> <p>This system maintains accounting journal and ledger entries of tax revenue. System does trial balances and adhoc reports. Summary data is imported daily from these two sources and journal entries are created that are stored until the end of the month when a summary report will be created. This summary report is used to prepare the monthly transfer to SAMIS. It is also used to prepare various other internal reports.</p> <p>Also see Application Controls- Accounting System at FY 98 CAFR workpapers AR53-AR55.</p>		
System	Financial Institutions Tax System	Rating
	177.15	Moderate
Financial Institutions prepare their tax return using a Internet filing program that was developed by Vision Technologies and the information is stored on the Tax Department Server in a MS Access database for review of taxes due, payments, and distributions and		
System	Telecommunications Tax	Rating
	177.10	Moderate
This application is a Microsoft Access system used to track Telecommunications taxes.		
System	Withholding TeleFile	Rating
	174.30	Moderate
Taxfilers file Tax Returns through the telephone. This system is not used to file personal income tax returns. This system is used by businesses to file their withholding taxes. If they do want to use the Tele-file than they can just send in a paper return and they would end up going through just like every other return. They can either print out a voucher and send the payment in with the voucher or else they vendor will authorize an ACH debit through the BND. The tax department would like to get the ACH credit option set up in the near future. The application is hosted by Frank Solutions Inc.		

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System	Income Tax Compliance Contact	Rating
		168.45 Low

This application is a MS Access database to track taxpayer contacts for compliance

System	Coal Conversion Tax	167.75	Rating Low
Excel Spreadsheets used to track Coal Conversion Tax reporting.			
System	Coal Severance Tax	167.75	Rating Low
Excel Spreadsheets used to track Coal Severance Tax reporting.			
System	Corporate Income Tax Audit	167.05	Rating Low
This application contains Lotus spreadsheets used to calculate audits.			
System	Sales Tax Audit	166.30	Rating Low
This application contains Lotus spreadsheets used to calculate audits.			
System	Property Tax Levy Audit	165.90	Rating Low
MS Access databases used to audit property tax levies by County Assessors.			
System	Oil and Gas Tax	162.10	Rating Low
Oil and Gas Tax Certification- Excel Spreadsheets to certify collections to the State Treasurer each month.			
System	Cash Bonds	158.85	Rating Low
Microsoft Access database used to track cash bonds received by the department.			

## Administrative Hearings Office

System	Case Management System	Rating
		204.15 Moderate

The case management system keeps track of certain activities on requests for administrative law judge services received by the Office of Administrative Hearings (OAH). The case management system previously being developed by Vision Technology has been discontinued because it was determined to not meet OAH's needs. Development will be brought in-house. When completed, the CMS will reside on the same database as the billing program; however, the executable will be separate.

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System	Billing System	Rating
		164.85 Low

The Office of Administrative Hearings bills its client agencies using a time and billing system, custom-developed for OAH by Vision Technology Inc. OAH is also able to use the database to generate administrative law judge (ALJ) time management reports for the

## Retirement and Investment Office

System	Great Plains Dynamics	Rating
		207.45 Moderate

We utilize the general ledger module of Great Plains Dynamics to account for all financial data, in summary form, of TFFR, SIB and RIO. Detailed financial information is gathered from TI6000, SAMIS, and Northern Passport and totals are posted to the general ledger on a monthly basis. Financial statements are then generated for each of the 18 funds under the SIB as well as for the internal service fund and TFFR pension fund.

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System	TI6000 Teacher's Retirement	Rating
		205.65 Moderate

The TI6000 system gathers information to create and update retirement accounts for North Dakota teachers. The system also handles retirement benefit disbursements, refunds, and purchase of service credit.

In addition RIO has a benefit counselor program, which is an application used by Retirement Program Specialists when they are out at different locations and the mainframe program is not available. It allows the Specialist to do What-If programs using different ages, rates of return, years of investment etc. This is a PC-based program to mimic certain inquiry and calculation functions of TI6000 mainframe program. Used by Retirement Program Specialists for outreach programs.

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System	VisuallInfo Document Imaging	Rating
		172.05 Moderate

VisuallInfo has facilities for scanning, storing, viewing, and printing documents. We keep various forms and documentation for members and employers.

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System	Callan PEP for Windows	Rating
		142.85 Low

Callan Associates is the investment consultant for the State Investment Board. This application has no real dollars involved. The quarterly return information is received from the investment groups and is downloaded to this application. It is a historical database of returns of investments. They use it to show the participants of the program their returns using charts and graphs. It is not used for investment decisions because it shows historical information PEP is a software application that makes investment performance analysis effective, understandable and easy to communicate. With PEP, you can perform performance, risk, and style analyses using quarterly returns, market values, and portfolio

## Education

### Public Employees Retirement System

System	Group Insurance	Rating
		243.90 High

This system contains all the applications and databases necessary to administer the group insurance programs. This includes billing, eligibility, levels of coverage, premiums, demographics, beneficiaries, etc.

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System	Employee Retirement	Rating
		238.95 High

This system contains all the applications and databases necessary to administer the retirement programs. This includes demographic information, retirement account information, benefit calculations, beneficiaries, service credit, etc.

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System	Cafeteria Plan Administration	Rating
		214.40 Moderate

This software package is used to account for all FlexComp plan activity, such as recording contributions, processing claims, issuing reimbursement checks and reporting participant account activity. The Cafeteria Plan Administration software is the recordkeeping system for each individual's medical and dependent care spending account. Contributions are posted to each person's account. The software also keeps track of all claims submitted for reimbursement and issues the reimbursement checks. The system also provides reporting capabilities. The number of transactions processed by this system includes contributions processed and reimbursement checks issued. It also includes more than just the employees on central payroll, as there are other state employees eligible for the plan who are employed by agencies who have their own payroll system. ER5 is used as an interface between central payroll and the Cafeteria Plan Administration software.

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System	Batch Entry System	Rating
		194.25 Moderate

This system allows for batch data entry of monthly retirement contributions, insurance premiums and deferred compensation deductions which are entered and uploaded to the mainframe system

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System	Employee Retirement 66 (ER66)	Rating
		191.85 Moderate

This system contains the database and applications necessary to administer the deferred compensation program. This includes demographic information, level of participation, provider info, etc.

System	Employee Retirement 5 (ER5)	Rating
	187.75	Moderate
<p>This system contains the programs necessary to interface information from central payroll with the FlexComp program. The ER5 FlexComp system is used to obtain information from the Central Payroll system regarding employee payroll deductions for medical and dependant care spending accounts. This information is used to upload into the Cafeteria Plan Administration software package. Basically, ER5 is used as in interface between central payroll and the Cafeteria Plan Administration software. The number of transactions processed by this system reflects the monthly payroll deductions for each employee on</p>		
System	Employee Retirement 6 (ER6)	Rating
	185.80	Moderate
<p>This system contains the on-line screens for maintaining the databases for the retirement and group insurance programs. The ER6 system contains the on-line screens that are used to enter participant data. No financial transactions are processed in this system. The information entered in ER6 is used by the databases and business applications in ER3 and ER7. ER6 affects retirement and group insurance.</p>		
System	Service Purchase System	Rating
	185.35	Moderate
<p>This is an in-house developed system that provides recordkeeping functions for employees purchasing retirement service credit</p>		
System	Employee Retirement 8 (ER8)	Rating
	172.85	Moderate
<p>This system contains a database of checks issued and an application to electronically prepare an outstanding check report. The ER8 system tracks outstanding checks for retirement and group insurance. It includes payee and amount</p>		
System	Great Plains Dynamics	Rating
	172.10	Moderate
<p>This software package is used to prepare the monthly financial statements for the agency</p>		
System	Flex Comp Entry System	Rating
	171.85	Moderate
<p>This system is used to enter new FlexComp agreements at the beginning of each plan year. A file containing this information is uploaded to the mainframe for access by the central payroll system to update the employee's payroll record</p>		

## Department of Public Instruction

System	Foundation Aid	225.05	Rating Moderate
	Distribution of state funds to schools		
System	School Lunch (Child Nutrition &	216.15	Rating Moderate
	Payments to schools for food served		
System	Commodity Distribution	214.80	Rating Moderate
	Food distribution system to schools, centers, camps & reservations.		
System	Adult Education System	189.90	Rating Moderate
	Adult Education and GED Certificates		
System	Special Ed Child Information	180.20	Rating Moderate
	Special Education Child Information System		
System	School Personnel (Certified &	178.30	Rating Moderate
	School personnel file Teachers and staff members for each school district		
System	School Finance	177.25	Rating Moderate
	School financial information. The purpose of the finance system is to handle the financial reports that are received from school districts. The system validates and makes sure all the amounts balance on the reports. The master file is a VSAM file (pi101010) and the programs are written in COBOL.		
System	Dual Credit System	175.75	Rating Moderate
	Tracks Dual Credit Enrollment. Dual credit is educational credit		
System	Open Enrollment System	169.45	Rating Low
	Students enrolling outside their district of residence.		
System	Online Reporting System (ORS)	166.70	Rating Low
	On-line Reporting System includes these programs: Teacher Compensation, School Personnel, School Fall Reports and LEP.		



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System	School System & Plant - Fall	Rating
	160.65	Low
District and School information The information is collected into the system and the schools submit their reports on the system.		

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System	Vehicle Inventory	Rating
	146.90	Low
Inventory of school transportation. This is an inventory of buses for reporting purposes. This system is a collection kept in a flat file for reporting purposes.		

## North Dakota University System

System	ND Student Financial Assistance	Rating
		205.55 Moderate

The Free Application for Federal Student Aid form is a federally approved need analysis model used by all 50 states for application to each state's need-based financial aid grant program. The form collects necessary information to allow for the administration of North Dakota's need-based grant. The ND Student Financial Assistance Program (State Grant) provides a \$600 non-repayable grant per year to ND residents pursuing their undergraduate degree and who attend ND's public, private (not-for-profit), and tribal colleges. The purpose of this need-based grant is to assist students with their cost of attending a ND postsecondary institution. Thus, making a postsecondary education more affordable.

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System	Technology Occupations Student	Rating
		181.80 Moderate

"Information is maintained in an ACCESS database.

The intent of this program is to reduce student loan indebtedness for individuals who have graduated in a technology related field, completed an internship with a business located in North Dakota, and been employed in a technology occupation in North Dakota for one year.

Funding recipients are eligible to receive \$1,000 per year in continued loan forgiveness, for each consecutive year they are employed in an approved technology occupation in North Dakota, up to a maximum of 5 years of \$5,000. Individuals must apply or re-apply annually

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System	ND Scholars Scholarship	Rating
		181.80 Moderate

The ACT Assessment test is the form used by the NDUS office as the application for the ND Scholars Scholarship. The American College Testing service provides the NDUS office with a computerized list of all ND high school seniors who scored in at least the ninety-fifth percentile of all students taking the ACT test. The ND Scholars Program, a merit-based scholarship, provides scholarships to ND's best and brightest high school graduates to encourage them to remain in ND to obtain their postsecondary training.

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System	Teacher Shortage Loan	Rating
		172.90 Moderate

Information is maintained in an ACCESS database.

The intent of this program is to reduce a student's loan indebtedness for individuals teaching in North Dakota at grade levels and/or in content areas identified by the Department of Public Instruction as having a teacher shortage.

Funding recipients are eligible to receive \$1,000 per year in continued loan forgiveness for each consecutive year they teach in a teacher shortage area, up to a maximum of 5 years

System	Teacher Retraining Scholarship	Rating
	171.60	Moderate
Information is maintained in an ACCESS database.		
The intent of this program is to encourage elementary/secondary interim emergency license holders to complete an approved North Dakota Education Standards and Practices Board (ESPB) Plan of Study to qualify for full teaching licensure.		
Funding recipients are eligible to receive tuition and mandatory fees reimbursement for courses needed to complete their Interim Emergency Licensure obligation. Eligible applicants may also receive an additional \$2,000 scholarship for up to two terms if the funding recipient carries 12 or more undergraduate credits per term or 9 or more graduate credits per term. Individuals must apply or re-apply every term for new or continued funding.		
System	North Dakota Indian Scholarship	Rating
	159.55	Low
ACCESS database for input of North Dakota Indian Scholarship Applications		
System	Fixed Asset System	Rating
	138.15	Low
The University System has setup an ACCESS database that they use to track their		

## Land Department

System	SLIMS (State Land Information	Rating
	226.00	Moderate

Suite of applications with common underpinnings which provides tools for management of Land Department surface, minerals, unclaimed property and financial needs. The goal is to provide quick and easy access to Land Department data, automate otherwise time-consuming activities, reduce workload for Land Department staff, provide reliable tools for data input, data analysis, and other management tasks.

## State Library

System	Fixed Asset System	Rating
		149.30 Low
Excel Spreadsheet for Fixed Assets		

## School for the Blind

System	Services	Rating
		157.85 Low

This tracks the services that School for the blind supplies to individuals.

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System	IPAT (Inter Agency for Adaptive	Rating
		153.20 Low

Keeps track of IPAT Loan Library which is equipment loaned out through the IPAT project.

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System	Talking Book	Rating
		152.60 Low

Keeps track of people and talking book machines. What machines individuals or schools

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System	Vision	Rating
		143.85 Low

Keeps track of the visually impaired in the state of North Dakota.

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System	Peachtree	Rating
		138.00 Low

Accounting System- used for internal store for supplies for the blind--

## Vocational & Technical Education

System	Local Consolidated Annual	Rating
		223.25 Moderate

This is a web enabled database application that is used to collect Vocational "completer" and "concentrator" information from all schools offering vocational programs. This information, including student demographics and student identifiers is used to report enrollment and follow-up information for Carl Perkins funding and also to make data driven decisions at the

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System	Central Data Base	Rating
		159.20 Low

We have an instructor/school database that is broken down by service area. Each service area maintains their own instructor contact information and, sometimes, teaching certification information within the database.

## Health and Human Services

### Department of Health

System	Automated Survey Processing	Rating
	228.00	Moderate
Application is used by Health Facilities Surveyors for all aspects of state and federal survey certification.		
System	Safe Drinking Water Information	Rating
	221.90	Moderate
Provides a means to create and maintain safe drinking water information and the ability to transfer that data electronically to EPA.		
System	North Dakota Immunization	Rating
	215.30	Moderate
Statewide Immunization Registry that records, tracks and reports all immunization information. Primarily used for childhood immunization, but also records any adult		
System	Abstracts (Access)	Rating
	209.35	Moderate
front end that transmits into OMB system - like an accounts payable system. This is an Access database that was developed to interface with the OMB SAMIS system. Daily transactions are uploaded		
System	Ambient Air Quality	Rating
	208.05	Moderate
Stores the ambient air quality data collected by the data acquisition system at each monitoring site.		
System	Supplemental Nutrition Program	Rating
	206.10	Moderate
Used to collect data from all local WIC agencies around the state to provide reporting about the number clients using the WIC program.		
System	Vital Statistics	Rating
	201.60	Moderate
Provides certified copies of Birth, Death, Fetal Death, Marriage and Divorce Records. They also keep records of abortions but the records contain no identifying information.		
System	Cancer Registry	Rating
	198.10	Moderate
This application is used to collect all cancer related data from clinics, hospitals, and laboratories in the state for the health department to maintain a registry.		



System	Vital Receipts	Rating
		198.05 Moderate
This application is used to enter the fees received for certificate requests. The totals are used for reconciling the daily deposits.		
System	Laboratory Information	Rating
		197.20 Moderate
This application stores all of the information associated with the analysis of samples that are submitted to the Chemistry Division. Also used by the Environmental functions of the Microbiology Division.		
System	LITS (Laboratory Information	Rating
		188.30 Moderate
This application manages & reports all the lab testing & related data for the Div. of		

## Veterans Home

System	Long Term Care	Rating
		180.35 Moderate

This application is used to keep track of the medical records for all patients.

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System	Great Plains Accounting	Rating
		177.45 Moderate

This application handles all resident bank accounts. Also used for clearing account and donation account. Also lists the money market fund.

## Department of Veterans Affairs

System	Hardship Grant Program	Rating
		180.95 Moderate
	Tracks grant recipients and payments to vendors.	
System	Veterans Aid Loan Program	Rating
		167.95 Low
	Calculates and records loan payments.	

## Department of Human Services

System	Vision	Rating
		294.35 High

This system determines eligibility and benefit levels for the Temporary Assistance for Needy Families (TANF) program and determines eligibility for Medicaid for all children and family coverage types (including the de-linked TANF caseload). Vision interfaces with MMIS, FACES, internally to provide eligibility information for claims payment and referrals to CSE. External interfaces with Job Service ND to accomplish referrals to work programs, income verification of UI and wage information, the SSA to validate information and provide income verification of SSA benefits, the State Hospital for admission data, and the TECS system to provide continuity of data for all eligibility cases.

System	Medicaid Management	Rating
		291.70 High

The Medicaid Management Information System (MMIS) is written in COBOL2, with several enhancements completed in NATURAL. The file structure is in VSAM and ADABAS. It is funded through Title XIX.

The system consists of various subsystems: claims processing, recipient, provider, reference (Pricing), management and administrative (MARS), surveillance and utilization review (SURS), and Case Mix (Nursing homes). Recent changes include the point of sale (Drugs) and capitated managed care. The payment function for the point of sale is incorporated into the MMIS system and the reporting function is run on a personal computer.

The above subsystems function as an integrated unit with the overall objective to process and pay each eligible provider for all valid claims for eligible Medicaid recipients. MARS and SURS are concerned with data consolidation and organization.

Medicaid eligible and potential eligible client information is transferred to MMIS from the TECS and TEEM applications. Recipient liability is exchanged with TECS for liability computations.

MMIS is also used to process non-Medicaid related medical claims for several other state government payers within and outside the Department, including Developmental Disabilities, Vocational Rehabilitation, Disability Determination Services, Children's Special Health Services, State Hospital, Regional Intervention Programs operated by the Human Service

System	Technical Eligibility Computer	Rating
		289.30 High

Computer System for determining client and case eligibility for Medicaid and Food Stamps. The system includes benefit payment for TANF & Food Stamps.

System	Fully Automated Child Support	Rating
		278.05 High

The Fully Automated Child Support Enforcement System (FACES) is designed to be used by State Child Support, Regional Child Support and Clerks of Court to maintain and manage child support enforcement activities such as establish paternity, court order establishment and enforcement, locate, and new hire reporting. It also maintains all financial records pertaining to the accrual of support obligations, collection and receipting support, and it is designed to distribute all support collected according to existing distribution laws.

System	Comprehensive Child Welfare	Rating
	266.80	High
<p>CCWIPS is a statewide "case management" system for the foster care and adoption programs in North Dakota. It automates the day to day functionality that foster care social workers, and regional supervisors, follow in working with foster children. The adoption module is used at the state office for all cases administered by the Licensed Child Placing Agencies (LCPA's). CCWIPS generates all payments for foster care and subsidized adoption</p>		
System	Automated Regional Information	Rating
	256.55	High
<p>The Automated Regional Information System (ARIS) is an accounts receivable system which tracks the staff providing services and basic demographic information and services received by clients. It bills clients and third party payers. Regular reports consist of accounts receivable information, statistical information, statistical data on clients, and reports on individual staff time. In addition, ad hoc reports are designed to provide information beyond what the regular reports contain for center staff, central office staff, and departments and individuals outside the agency. This information can be for anything from federal reports to special needs of the individuals requesting data. (Note: data for outside the agency is usually just tallies. If data is client specific there are always agreements</p>		
System	Vocational Rehabilitation	Rating
	246.80	High
<p>VRIS keeps track of clients who have applied for services from the Vocational Rehabilitation Division of the Department of Human Services (DHS). The data consists of client demographics, the clients' plan of employment, services provided, payments for those services, vendors who provide those services, the amount of authority for these services and the amount obligated. VRIS is tied in with other systems including ARIS, MMIS</p>		
System	Versa System	Rating
	242.35	High
<p>Versa System is a complete case processing system which allows staff to send medical request other letters, sends reminder letters to follow-up with the request, and allows for input of any claim action under the database of an individual claimant. The final decision is written from this software, and the claim is closed on by the DDS on this system. It downloads claim information from the Social Security Admin. mainframe system, enters the information on the Versa system in DDS. When the claim is closed, the information is also</p>		
System	Low Income Home Energy	Rating
	235.10	High
<p>The LIHEAP data processing system is designed to keep track of client and vendor records and determine appropriate benefits for the Low Income Home Energy Assistance Program. It calculates benefit levels, tracks amounts paid to vendors, maintains statistical information on clients and provides reports and notices. Financial reports are generated weekly (during the heating season), and statistical reports are provided monthly.</p>		

System	Child Abuse and Neglect	Rating
	226.40	Moderate
<p>This system is used to collect data on Child Abuse and Neglect assessments, assessments terminated in progress, and administrative referrals and assessments. The data is used for program reporting to the federal government, legislature, management in the counties, etc. The data is also used to reimburse counties for work done on assessments and assessments terminated in progress.</p> <p>The system is also checked when day care and foster care licenses are being considered to ensure that a license is not issued when there is history of child abuse/neglect.</p>		
System	Child Care Assistance	Rating
	225.75	Moderate
<p>The CCA system is designed to enter information for payments for child care recipients on a monthly basis. It does not calculate the payments. All calculations are done manually by the eligibility workers and the information entered into the system. Reports are generated from the system for statistics, and a monthly federal report.</p>		
System	Cash Management	Rating
	222.05	Moderate
<p>This is the application used by DHS for federal drawdowns.</p>		
System	Older Blind	Rating
	214.75	Moderate
<p>Track Visually Impaired Clients for the Regional Vision Specialists, and the services they receive.</p>		
System	Alcohol & Drug	Rating
	211.65	Moderate
<p>This system collects minimal admission demographic data concerning the clients who get alcohol and drug treatment services. In addition to the basic demographic data, there are specific data elements relating to addiction treatment collected. These include, but are not limited to, time waiting for treatment, specific drugs used by the client, route of admission, age at first use, etc.</p> <p>In the future the system will probably be used for collection of discharge information.</p>		

System	Contracts System	Rating
		210.50 Moderate
<p>The contract system is a mainframe application used Department-wide to track proposals to procure (PTPs). A proposal to procure is an electronic document that captures specific information surrounding proposed contracts that program administrators are planning on entering into. If the PTP is approved at all levels, a formal contract will result. The system is also used to track amendments related to approved contracts. The PTP carries the number assigned to the contract/amendment, however, the contract/amendment itself is actually drafted in a software program. The PTP system tracks information specific to the entities in which the department contracts with, the information necessary to approve and draft a contract/amendment, and the resulting payments on that contract. Monthly reports are generated to enable the liaison accountant and program administrative staff to monitor contract payments. Special ad hoc reports are generated to capture data for specific information requests.</p>		
System	Achieving Support Systems	Rating
		195.95 Moderate
<p>ASSIST is the automation portion of DD Case Management that addresses supports coordinated through the Department of Human Service's Developmental Disabilities Division. ASSIST design and development efforts have focused on common service coordination of functions that demonstrate integrated case management. The basis of ASSIST was developed with the objective to meet a consumer driven, outcome oriented, accountable, and integrated business solution.</p>		
System	Personnel Management	Rating
		190.90 Moderate
<p>The Personnel Management Information System was developed to maintain a current data base of the Department of Human Services' employees and positions. Information in PMIS includes an employee master record; a history of employees' salary changes and other employment actions with the Department; evaluation dates; education; languages (other than English); licensure/ certification; current accrual and usage of annual leave, sick leave, and compensatory time; and a history record of how each position has evolved.</p>		
System	Parent Aid System	Rating
		188.00 Moderate
<p>Data is entered each month by each County that provides Parent Aide Services for each family served. The data includes marital status of the parent, race of the parent, number of children in the family, whether there were any new reports of child abuse and neglect, number of children placed in foster care, number of children reunited with parents, reason for the service, the number of direct service hours, and the Emergency Assistance status of the family. Reports are sent to County Social Service Boards monthly, quarterly and annually. The Emergency Assistance status for each family is given to the liaison accountant monthly for accounting purposes. The Research and Statistics Division does an analysis of the data annually and biennially for Federal Reports and the Legislature.</p>		

System	Day Care System	147.05	Rating Low
This system tracks daycares in the state of ND and tells us what type of certification that they have obtained, the number of children they can care for etc.			
System	Grant Adjustment Checkwrite	0.00	Rating Immaterial
The grant adjustment system was originally designed to issue supplements, record cancellations, refunds and adjustments for reporting for the Foster Care Program. It was used to give us month end reports for federal reporting as well as county billings for the Foster Care Program. Since the implementation of CCWIPS, the main function of the grant adjustment system is to process any transaction for service dates prior to September 1999 (which will only be refunds after March 2000). It creates monthly reports and county billings for the transactions processed.			
System	Cost Allocation	0.00	Rating Immaterial
This system is a reporting system. The actual cost allocation is done using OMB's cost allocation system.			



## Protection and Advocacy Project

System      02 Database

Rating

182.90

Moderate

Office Suite Database Program used to maintain Non-case and Case data. This data is used to prepare federal reports. The agency is required to provide information to federal agencies funding our program. Information for reports is drawn from the database.

## Job Service North Dakota

System	Unemployment Insurance -	Rating
	284.05	High

Tax is a graduated taxation system on employers to pay the claims for the Benefits system.

System	Job Placement and Job Training	Rating
	274.00	High

Job Placement is the finding of a job for an applicant.  
Job Training is procuring training for an applicant to make them more likely to obtain employment.

System	Labor Market Information	Rating
	226.70	Moderate

Labor Market Information is the reporting of the above activities to the D.O.L., and, the Bureau of Labor Statistics (BLS) to ensure that the Federally mandated minimums are met.

System	Great Plains	Rating
	221.45	Moderate

Trust fund accounting and training participants' payroll.  
The Great Plains software is used for two accounting purposes. First, it is used for General ledger accounting for our agency trust funds...Pension trust Fund, Unemployment Insurance Trust Fund, OASIS Trust Fund, and the Federal Advance Interest Repayment Account (FAIRA).  
The second purpose for the Great Plains software is to calculate and produce the work experience payroll associated with federal training programs administered by the agency (WIA, JOBS, SCSEP). The payroll system contains all the normal data that is used in payroll production: SSN, name, address, W-4 status, pay rate, hours paid, gross wages, deductions, etc. This system generates annual W-2s and provides the information for all required federal and state reporting. This system was necessary as the state SAMIS payroll can not produce a biweekly payroll that is actually run weekly. I would assume that the same confidentiality rules that apply to the agency payroll apply to this payroll data.

System	Budget database	Rating
	186.75	Moderate

Internal budget control for all Agency resources, except trust funds.

## Regulatory

### Office of the Insurance Commissioner

System	Fire and Tornado Fund	Rating
	189.40	Moderate
This application is a State program insuring property for state agencies and political		
System	Deposit System	Rating
	184.35	Moderate
Receiving, recording & verifying the monies received by the Insurance Department is done using this application.		
System	Boiler & Anhydrous Ammonia	Rating
	179.10	Moderate
This application helps to maintain boiler and anhydrous ammonia inspection information.		
System	Premium Tax	Rating
	175.45	Moderate
Collection & auditing of the premium tax obligations.		
System	Agent Licensing & Continuing	Rating
	174.05	Moderate
This application is used for receiving, processing, issuing & maintaining documents related to the licensing of agents, agencies, brokers & consultants and approving, recording & documenting con. ed. sponsors, courses & agent compliance with con. ed. requirements. Includes TPA, Consultant, and Viatical Settlement information.		
System	Bonding Fund	Rating
	172.20	Moderate
State program providing a bond for each state agency.		
System	Policy Filings	Rating
	171.75	Moderate
Reviewing & approving on a prior approval basis the policies, forms, and rates that insurance companies use in the state.		
System	Petroleum Tank Fund	Rating
	171.45	Moderate
This application is a state program which provides for pollution/containment clean up costs of underground fuel storage tanks. This system is a DOS-based database (NutShell) that they have been using for approximately 10 years.		

System	Fire District Program	Rating
	166.60	Low
Auditing and distribution of monies on an annual basis designated to go to fire districts for their operations.		
System	Company Licensing	Rating
	164.55	Low
Receiving, processing, issuing & maintaining documents & securities related to the licensing of insurance companies & other related entities subject to our jurisdiction.		
System	Inquiry, Complaint, Investigation	Rating
	161.60	Low
This application receives & responds to all initial consumer calls and walk-ins to the department looking for information or guidance; investigate and resolve complaints brought by consumers against companies or agents; and investigate alleged violations of state statutes against companies or agents.		
System	Unsatisfied Judgment Fund (UJF)	Rating
	153.30	Low
This application processes requests for payment and recoveries from and for the Unsatisfied Judgment Fund.		
System	State Electronic Rate and Form	Rating
	151.85	Low
This application is an electronic system for the filing of policies, forms and rates.		

## Industrial Commission

System      GS 1000

Rating

178.30

Moderate

The GS 1000 system is a database unique to the Oil & Gas Division used to capture well information and production information.

## Office of the Labor Commissioner

System	Wage & Hour Database	Rating
	189.15	Moderate

This application is a Microsoft Access database used to maintain information regarding claims for unpaid wages handled by the department's Wage & Hour Division.

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System	Housing Discrimination Database	Rating
	182.90	Moderate

This application is a Microsoft Access database used to maintain information regarding housing discrimination charges handled by the department's Human Rights Division.

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System	Equal Employment Opportunity	Rating
	180.70	Moderate

This application is a Microsoft Access database used to maintain information regarding employment discrimination charges handled by the department's Human Rights Division.

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System	Bill Payment Database	Rating
	166.95	Low

This application is a Microsoft Access database used internally to manage budget expenditures/ appropriations and to serve as an internal control to reconcile budget figures with the state SAMIS system.

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System	Fixed Assets Database	Rating
	140.05	Low

This application is a Microsoft Access database used to maintain information regarding the department's fixed assets.

## Public Service Commission

System	Case Management	Rating
	194.60	Moderate
Docketing system for decisions placed before the Commission. Receipting system for funds received including U S Government fund reimbursement, utility valuation fund, and other miscellaneous administrative fees.		
System	Reclamation	Rating
	176.25	Moderate
Manages correspondence, coal mining permits and reclamation bonds for the states active and reclaimed coal mines.		
System	Grain 99	Rating
	172.25	Moderate
Maintains Grain Warehouse, Federal Grain Facilities, Roving Grain Buyers, and Roving Hay Buyers.		
System	Weights and Measures	Rating
	169.80	Low
Maintains the inspection records for weighing and measuring devices in ND. This application Includes inspection fees receivable.		
System	Exam Hand	Rating
	159.20	Low
Calculates a grain storage facility's financial health. Calculates capacity and inventory and records contracts.		
System	Contact 2000	Rating
	156.20	Low
Logs contacts between staff and public and industry.		
System	Testing Safety	Rating
	152.60	Low
Records results of the Gas Pipeline Safety Inspection program.		
System	Mail List	Rating
	146.85	Low
Manages name, address, and e-mail address for distribution of commission notices and		
System	Licenses	Rating
	143.25	Low
Maintains Licenses for Auctioneers and Auction Clerks.		

## Aeronautics Commission

System	Aviation Information	Rating
		226.90 Moderate

Aviation Information Management System (AIMS) is the connection of computer programs for office regulatory, administration, and airport planning functions. AIMS provides for the agency mission for registration of aircraft, sprayers, dealers and excise tax collections. AIMS provides for airport planning and grant program administration. Air Service analysis and aviation studies of impact and pavements are included. Maintaining airline boarding statistics is essential in this system.

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System	Weatheration System	Rating
		218.15 Moderate

System of 8 aviation flight weather briefing satellite stations at 8 primary airports. Weatheration provides agency safety mission in reporting real-time weather and access to flight service and flight filings.



## Department of Financial Institutions

System      Automated Department Records

Rating

176.40

Moderate

The automated system will allow users to maintain, inquire and report information on entities the department regulates and licenses.

## Office of the Securities Commissioner

System	Securities Enforcement Program	Rating
	192.35	Moderate

Maintains and records information about ongoing and closed investigations initiated by this office.

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System	Securities Program	Rating
	190.60	Moderate

The application serves as the register of registrations and approvals of securities, pre-need funeral contracts, franchises, dealers, agents and investment advisers as required by

## Bank of North Dakota

System	Guaranteed Student Loans	Rating
	266.40	High

Student Loans Guarantee System--Guarantees loans to other financial inst. In ND. Starts here with paperwork. Advanced Loans system takes over after this system.

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System	Master Information and Control	Rating
	241.35	High

There are two systems within MICM. Deposit/MICM system is a bank operations systems for tracking deposits and savings. MICM runs behind the seen and contains parameters and controls for the vendor. This system tracks any activity for the account and maintains information as current balance, when a statement is due, when interest is paid, if a late charge is to be charged. Deposit System contains savings accounts and demand accounts (otherwise known as checking accounts). Time Investment/MICM is another bank operations system used for tracking Time Investments. CD's, keep track of info about time investments. Sends check if check is

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System	SLND WEB System	Rating
	228.70	Moderate

eCommerce SLND Web based system

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System	Interactive Planning Systems	Rating
	224.25	Moderate

Process Investment transactions/activity for BND & customers. Safekeeping, etc.

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System	Advanced Loans	Rating
	222.75	Moderate

Student Loan Lender System. Handles all student loan functions.

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System	Real Estate Loans	Rating
	221.25	Moderate

Real estate loans system used by loans department. All home loans. Keeps track that insurance is paid, taxes, payments. Tracks everything on loans.

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System	Automated Clearing House	Rating
	213.70	Moderate

Bank Operations system used for Automated Clearinghouse. Sends out information through BND to other financial institutions electronically.

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System	Commercial Loans	Rating
	211.20	Moderate

Commercial loans system used by loans department. Has loan information after it has been disbursed.

System	Tax Reporting	202.35	Rating Moderate
Tax reporting system used by loans department. 1098 INT are kept tracked here. Informs IRS about detailed info on customer about taxes paid. Generates file to state and IRS			
System	Payroll/Human Resources	201.75	Rating Moderate
BND's payroll system			
System	Bond Registrar	192.80	Rating Moderate
Bond Registrar system for Investments/Trust dept. Maintains listing of register holders of bond issues. Also tracks transfer of ownership on bond issues.--More for larger companies.--Tracking ownership for all owners/investors in registrar bonds. Also generates payments			
System	Lender Manifest	189.20	Rating Moderate
Used by SLND Guarantor, allows lenders to the National student loan database reporting. Database for lenders, guarantors, universities to look at. Students name, SSN, where they got loans, etc.			
System	WireNext(FEDPLUS)	187.00	Rating Moderate
Wire transfer system used by Bank operations. Handles requests to send wire transfers.			
System	IRS Reporting	184.00	Rating Moderate
IRS reporting of 1099 reporting. Handles MISC 1099 to give to IRS			
System	Metafile	184.00	Rating Moderate
Used for storage/retrieval of reports and image documents. This is an imaging system.			
System	PaceLoan	180.40	Rating Moderate
Used by Investments/Trust to track Pace loans. Partnership and assisting community expansion. State and city buy part of loan and keeps track of escrow payments for each			
System	Cash Management/WEBaccess	178.30	Rating Moderate
System utilized for distributing and enables customers to access account information			
System	Check Processing Control	173.40	Rating Moderate
Bank Operations system for Check Processing. Captures data from MICR on checks.			

System	One Point	Rating
	171.75	Moderate
Database that tracks loan underwriting expectations and on going requirements. This tracks all applications of loans, committed or not.		
System	General Ledger	Rating
	169.75	Low
General Ledger system used by Comptroller. Internal general ledger for bank.		
System	Savings Bonds	Rating
	166.90	Low
Bank operations system for Savings Bonds. Handles savings bonds that employees want.		
System	Fed Funds	Rating
	164.30	Low
Process buy/sell of Federal Funds to Financial Institutions		
System	Bond Pro	Rating
	156.30	Low
Cashed savings bond reporting. Reports the cashing of bonds electronically to Federal		
System	Bond and Coupon	Rating
	152.15	Low
Bond and Coupons accounting system for Investments/Trust dept. Done electronically and keeps track of payment dates (twice a year) and coupons and bonds, for bearer bonds.		
System	Sendaro	Rating
	145.55	Low
Asset and Liability management simulation model		
System	Fixed Assets	Rating
	145.25	Low
Used to track BND fixed assets		
System	Accounts Payable	Rating
	145.10	Low
Accounts payable system used by BND Comptroller		
System	Account Analysis	Rating
	142.25	Low
Bank operations system for doing account analysis. Analysis of other institutions. Analyze what kind of activity they are doing. They use this information to charge fees other institutions based on these analyses.		

System	Account Processor Plus/Account	Rating
		126.85 Low
Signature card system		

## North Dakota Housing Finance Agency

System	DLS (Dynamic Loan System)	253.80	Rating High
Agencies loan servicing software			
System	Loan Tracking	240.65	Rating High
Tracks agency loans from reservation through origination			
System	Cash Receipts	224.15	Rating Moderate
Track daily cash transactions to the Agency			
System	HDS (Housing and Development	220.60	Rating Moderate
Manages funding and compliance of federally-assisted multi-family Section 8 housing			
System	AOD (Application Oriented	219.85	Rating Moderate
Administers LIHTC (Low Income Housing Tax Credit) funding			
System	WinHap (MOD Rehab)	218.35	Rating Moderate
Manages funding and compliance of federally-assisted multi-family Section 8 Mod Rehab housing			
System	DAY (program that runs once a	217.60	Rating Moderate
Creates daily wire to authorize fund transfers to NDHFA bank accounts			
System	Delphi	213.10	Rating Moderate
Loan processing software which accumulates inputted information from a loan application and verification and creates closing documents			
System	Wellsnet/Bonds Receivable	210.75	Rating Moderate
Provides the trustee account balances and statements. Pulls information from the Wells Fargo as well as the mortgage accounting and merges the two to facilitate the reconciliation.			
System	Agency Payroll system	196.85	Rating Moderate
Agency Payroll system			

System	Bonds	191.50	Rating	Moderate
	Bond disclosure program			
System	DBC	182.25	Rating	Moderate
	Calculates cash flow forecasts for Agency Bonds			
System	VAM (Visual Account Mate)	172.25	Rating	Moderate
	Accounting general ledger software			
System	Restitution	169.20	Rating	Low
	Reimbursement for Mod Rehab claims paid by the Agency			
System	Maillist	139.00	Rating	Low
	Stores contact information used for Agency Mailings			
System	WebSite	0.00	Rating	Immaterial
	Provides NDHFA information to outside entities.			



## North Dakota Mill and Elevator Association

System	dbc Flour SMART	Rating
	224.90	Moderate

This application is the primary accounting program for sales, production & shipping for Mill and Elevator. It runs under SCO Unix.

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System	Great Plains Dynamics Payroll	Rating
	221.30	Moderate

This application is used by Mill and Elevator to process payroll.

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System	dbc Grain SMART	Rating
	214.75	Moderate

This application is Mill and Elevator's accounting program that handles the purchase, delivery, storage and pricing of our raw materials.

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System	FAS (Fixed Asset System)	Rating
	182.40	Moderate

This application keeps track of all fixed assets for Mill and Elevator.

## Workers Compensation Bureau

System	Policy Holder Services System	Rating
	263.60	High

Policy Holder Services system. Used for billing and collections of employer premiums.

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System	Claims Management System	Rating
	246.10	High

Claims Management System, use for the processing and adjudication of claims

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System	Filenet/Workmanager	Rating
	211.85	Moderate

Application that allows for the integration of Filenet images to CMS

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System	OCF Online Claim Filing System	Rating
	187.45	Moderate

Online Claim Filing System

## Public Safety

### Highway Patrol

System	NDHP Daily Activities	Rating
		201.65 Moderate

This system tracks overtime hours for payroll purposes, mileage for DOT, leave time and various activities that the Highway Patrol does.

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System	NDHP Case File Management	Rating
		201.05 Moderate

This system tracks all contacts made by our troopers, through warning tickets and case/incidents. We are now using this system in the cars through mobile data. We have also added a citation module to this app. For tracking all citations issued by the HP.

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System	NDHP Receipts	Rating
		185.10 Moderate

Point-of-sale system that tracks, calculates and deposits dollars on the sale of Oversize

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System	HP Inventory	Rating
		181.50 Moderate

Tracks locations, prices and special information dealing with inventory.

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System	Premier Mobile Data Terminals	Rating
		174.65 Moderate

Premier MDT (Mobile Data Terminals) allows car-to-car messaging, vehicle registration checks, and NCIC checks. This system is owned in conjunction with state radio.

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System	Law Enforcement Training	Rating
		135.25 Low

Tracks courses, facilities, students, and grades at the training academy. LETA stand for the (Law Enforcement Training Academy).

## State Radio Communications

System	Seatol (Statewide Radio)	Rating
		229.90 Moderate

This application is used for 9-1-1 mapping services. Auditor's note: This system is used to provide locations for 911 calls.

## Division of Emergency Management

System	Great Plains Dynamic	Rating
		218.50 Moderate

The Great Plains Dynamics Application is an accounting system software for the Hazardous Chemical Fee System to track payments into the fee system and to generate payments to County Local Emergency Planning Committees based on state law.

## Department of Corrections/Rehab

System	DOCSTARS	Rating
	249.10	High
Parole and probation subject management system, this is the primary system for parole and probation case management and fees billing.		
System	Macola	Rating
	225.05	Moderate
Manufacturing cost-accounting software used in day to day operations for Accounts Payable, Accounts Receivable, Fixed Asset, Order entry, Inventory Management, Bill of Materials, General Ledger and Production Order Processing.		
System	TAG System	Rating
	220.80	Moderate
Inmate Management System for both juvenile and adult offenders residing in North Dakota Institutions. The TAG system is a database of inmate records, i.e. admission, commitment orders/sentence details, housing, classification, discipline, programming, etc...		
System	Crime Victims System	Rating
	192.80	Moderate
Tracks victims of crime and federal funds paid for compensation to victims.		
System	Inmate Property System	Rating
	192.30	Moderate
Tracks inmate property inventory		
System	Crime Victims Tracking	Rating
	177.95	Moderate
Tracks victims and there status		
System	Student Education and	Rating
	176.45	Moderate
Student management system for Youth Corrections		
System	Parole Board System	Rating
	172.75	Moderate
System that determines which inmates go to the parole board for review.		
System	Case Manger Timelog System	Rating
	167.15	Low
Tracks DJS case manager billable hours to DHS		

Office of the Adjutant General

## System

## Fixed Assets

Rating

162.60

Low

Used to keep track of all fixed assets.

## Agriculture and Economic Development

### Department of Commerce

System	DataMine	Rating
		225.25 Moderate

(DOC) The database application is currently a combination of databases that contain information on companies, people, available buildings, industrial parks, communities, states, client and project tracking and consultants. It helps provide requested information, identify strengths and weaknesses and allows capturing tacit knowledge for the agency's use.

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System	Fixed Assets	Rating
		166.50 Low

(EDF) Used to keep track of all fixed assets.



## Department of Agriculture

System	Registration	Rating
		207.60 Moderate

Developed in Access 97/Visual Basic. This application is used to register pesticides, fertilizers, feeds, pet foods, livestock medicines, feed retailer licenses, feed manufacturing licenses, fertilizer distributor licenses, anhydrous ammonia licenses, fertilizers and feed

System	Ag Mediation	Rating
		185.55 Moderate

Developed in Access 97/Visual Basic. The AMS computer system keeps track of all clients that AMS negotiators are working with. It keeps track of how many cases per client, what type of case, and the hours spent working with the client. It also keeps track of the accounts receivable for time billed to these clients. It shows payments, charges, waivers

System	Dairy	Rating
		180.25 Moderate

Developed in Access 97/Visual Basic. This application is used for milk quality reports, farm inspections, plant inspections, and hauler/sampler inspections.

System	Certify	Rating
		173.40 Moderate

Developed in Access 97/Visual Basic. Certify is being used to keep track of the state's inventory of nontraditional livestock and domestic elk. Movement, disease status and current ownership can be monitored. Certify can also be used for Disease Certification programs such as Tuberculosis Accreditation. All aspects of Certify help to accomplish the mission of disease prevention in the state of ND.

## State Seed Department

System      Business Application-SSAS

Rating

215.80

Moderate

The seed department uses a custom business application which does: seed lab, diagnostic lab, field inspection of field seeds, field inspection of potatoes, potato grade inspection, potato winter test, field seed final certification, royalty and mailing lists.

## Natural Resources

### State Historical Society

System	ARGUS	Rating
		188.70 Moderate
Tracks museum collections, gives description and all info pertinent to the artifacts in the Society's museum collection.		

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System	Anthology	Rating
		184.95 Moderate
It tracks museum store sales and inventory		

## Council on the Arts

System	Database Management System	Rating
		196.10 Moderate

The most significant application is a Microsoft Access database used for grant administration, mailing list information, and expenditure tracking system. It contains mailing list and vendor information, information on the grants issued to local entities and payment/expenditure tracking system.

## Game and Fish Department

System	Cost Tracking and Accounting	Rating
	211.85	Moderate

The Cost Tracking and Accounting system is used for Time and Attendance and also as the primary input vehicle for department accounting information to SAMIS. This system is used to keep track of employee time and expenditures so we can track them back to projects as Identified in our strategic plan.

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System	POS License Sale System	Rating
	210.35	Moderate

This system is used to issue licenses throughout the Game and Fish headquarters office.

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System	Internet License Sales	Rating
	201.35	Moderate

This system is used to issue licenses over the internet

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System	License Drawings	Rating
	196.75	Moderate

This system is used to issue all limited quota licenses offered by the department.

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System	Boat Registration	Rating
	157.15	Low

This system is used to issue boat registrations in North Dakota.

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System	Outdoor Subscriptions	Rating
	154.20	Low

This system is used to manage Outdoors subscriptions.

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System	Hunter Safety	Rating
	149.30	Low

This system is used to manage information regarding graduates of the hunter safety

## Department of Parks and Recreation

System      Land and Water

Rating  
206.65      Moderate

Database III application for monitoring federal grants that local counties and other state agencies receive for outdoor recreation facilities. The entity must apply for the federal grant and match 50% of the funds. P&R provide the entity with the necessary information about the grant, draw down the federal money, reimburse the entity, and monitor the project once it has been completed.

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System      Campground Reservations

Rating  
204.10      Moderate

This application is used to process campground reservations & fees.

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System      Cyclic Maintenance

Rating  
173.00      Moderate

Database to track and manage maintenance, cost, progress and time frames on all facilities.

## Water Commission

System	Water Permit DBMS	Rating
		184.55 Moderate

Provides facilities to manage Water Permit data. This system has been integrated into a variety of activities relevant to the management of North Dakota's water permit system including the management of Water Use, the management and development of legal documentation (i.e. Permit Forms, etc), and tracking permit progress during permit

System	Well Inventory DBMS	Rating
		182.80 Moderate

Provides facilities to manage data resources that are generated as part of the State Water Commission's on-going efforts to manage both surface water and ground water resources in North Dakota. This system includes information about test holes, observation wells, some production wells, and surface water collection sites. This system includes site information, lithology, water level data, and water chemistry data.

The petition, map, etc. does not have anything to do with the well inventory system. This is a system that the water commission developed to house water resource data that is for the most part collected by the Water Commission for the sole purpose of developing and managing ND's water resources.

System	Dams & Drains DBMS	Rating
		174.50 Moderate

Provides facilities to manage Dams, drains, wetlands, sovereign lands for regulatory

System	Precipitation DBMS	Rating
		174.50 Moderate

Provides facilities to manage data that is generated from the Atmospheric Resource Board rain gauge network. Includes Station information, precipitation data, and hail occurrence

System	Spatial Coordination DBMS	Rating
		159.85 Low

Provides limited facilities for coordinate conversion between Public Land Survey (township and range) to spatial Longitude and Latitude coordinate data.

System	Administrative Library Inventory	Rating
		156.40 Low

Provides facilities to manage the agency's internal library resources. This system also includes fixed assets.

## Highways

### Department of Transportation

System	VRTS (Vehicle Registration and	261.70	Rating High
Vehicle Registration and Titling System. Accessed by Motor Vehicle employees and privatized branch offices.			
System	Drivers License Master File	258.05	Rating High
Drivers License Master File. Contains data on drivers. Accessed by Drivers License and Traffic Safety staff.			
System	FARIS (Financial Accounting and	234.50	Rating High
Accounting System (includes Tab Maint-Input, Edt, Updt-Chk, Online - Tab Maint, Mstr File Inq, Err, System File Cleanup Programs).			
System	Digital Drivers License System	219.25	Rating Moderate
Digital Drivers License System. Used to issue drivers licenses, permits, and ID cards. Accessed by Drivers License & Traffic Safety staff.			
System	MV1- Vehicle Registration Data	218.65	Rating Moderate
Vehicle registration data accessed by non-DOT entities.			
System	Construction Automated Records	211.85	Rating Moderate
Construction Automated Records System. Used to generate and track construction records. Accessed by Construction Division, all construction engineers, consulting engineers, and county engineers.			
System	HDTA- Time and Attendance	208.55	Rating Moderate
Timekeeping System used at DOT.			
System	CRS (Crash Reporting System)	201.80	Rating Moderate
Crash Reporting System.			
System	International Fuel Tax Agreement	200.85	Rating Moderate
International Fuel Tax Agreement. Accessed by Motor Vehicle.			



System	PACER	Rating
	197.85	Moderate
Pre-construction activities including pre bid opening, bid opening, and post bid opening details including awarding contracts.		
System	Drivers License Automated	Rating
	196.95	Moderate
Drivers License Automated Testing. Accessed by Drivers License and the Public.		
System	International Registration Plan	Rating
	195.55	Moderate
International Registration Plan. Accessed by Motor Vehicle.		
System	NCATS (Non Capitalized Asset	Rating
	187.20	Moderate
Tracks equipment less than \$5000. Developed this since the GASB guidelines.		
System	Motor Pool Billing	Rating
	187.05	Moderate
Motor Pool Billing		
System	Position Management and	Rating
	181.50	Moderate
Position Management and Reporting System (Human Resource system).		
System	Single State Registration System	Rating
	178.55	Moderate
Single State Registration System. Accessed by Motor Vehicle Division staff.		
System	DL Accounting & Scheduling	Rating
	178.30	Moderate
Drivers License Accounting & Scheduling. Accessed by Drivers License & Traffic Safety		
System	Crash Report Image System	Rating
	178.05	Moderate
Crash Report Imaging System. To be replaced by Filenet in 2002.		
System	Financial Accounting (fixed	Rating
	172.80	Moderate
Equipment \$5000 and greater		
System	Fleet Management	Rating
	169.50	Low
Records costs and usage of equipment. Accessed by Districts, Fleet Services, and Maintenance Division.		

System	Automated Requisitions	Rating
	168.65	Low
	Requesting supplies from either inventory or from purchasing.	
System	BIAB (Business in a Box)	Rating
	167.15	Low
	Policy and Procedures database. Used for storage, retrieval, and updating of policy and procedure documents. Accessed by all department employees.	
System	Permac Program Documentation	Rating
	166.40	Low
	Permac-Parts and Stockpile Inventory. All of the consumable inventory.	
System	ArcView and ArcInfo	Rating
	164.30	Low
	Used in base map creation. Accessed by department engineering staff.	
System	Omni Forms	Rating
	163.50	Low
	Interoffice Forms. Online forms fill of NDDOT forms via the NDDOT intranet. Accessed by all department employees.	
System	CADD (Computer Aided Drafting	Rating
	159.70	Low
	Computer Aided Drafting and Design	
System	VIRTIS (Bridge Rating System)	Rating
	159.20	Low
	Bridge Rating System Accessed by Bridge Division	
System	Bridge Inventory System	Rating
	159.00	Low
	Bridge Inventory System.	

System	Roadway Information	158.80	Rating Low
This application contains many different sections.			
The following is a list of each section and a description of what it is used for:			
RIMS- Roadway Information Management System.			
Contains information used to manage highways. Accessed by engineering staff.			
Rims- Inventory-			
Used to keep track of inventory that is out on the roadways.			
Rims-Highway Projects/Project Master			
Rims- Highway Projects/Federal Aid			
This application is just basically used for managing federal dollars for each project.			
Rims-Highway Project/Milestone			
This application helps managers keep track of projects and helps to mark milestones for projects.			
Rims- Cost Estimating			
This application helps engineers come up with a cost estimate for each project.			
Rims- Bid Opening-			
This application helps keep track of which projects are going to be bid upon.			
Rims- Existing Highway Components-			
This application keeps track of elements that are on each roadway.			
Rims- Project Records/Construction History-			
This application helps keep track of each contractor and the progress that they are making on a certain project.			
Rims- Priority List-			
This application prioritized projects and managers can use this to help aid in deciding which roads to work on.			
This priority list is also sometimes used with the PDPG and UBPG applications when creating programming scenarios for DOT.			
System	PONTIS (Bridge Management	154.55	Rating Low
Bridge Management Tool. Accessed by Bridge Division.			
System	Fleet Services Online	153.00	Rating Low
Fleet Services Online Reservation System. Accessed by Fleet Services.			
System	Human Resources Job	152.00	Rating Low
Tracks NDDOT Job Announcements and Hiring statistics. Accessed by Human Resource			
System	Personnel System	148.00	Rating Low
Personnel System. Accessed by Human Resources Division.			

System	HPMS (Highway Performance	Rating
	143.75	Low
Highway Performance Monitoring System. A federal government software package that they use up in the Planning section to input data into it and send it to the feds.		
System	P&PD Programming	Rating
	141.95	Low
Used to create programming scenarios for DOT.		
System	Department of Transportation	Rating
	140.20	Low
Department of Transportation Expro Files Upload		
System	Traffic Data Editing and Analysis	Rating
	135.35	Low
Decision support information for road construction (traffic count by vehicle type). Accessed by Planning & Programming Division.		
System	Aerial Photo Index	Rating
	131.90	Low
Tracks aerial photography.		
System	Data Dictionary and File Inventory	Rating
	127.40	Low
Data Dictionary and File Inventory. Accessed by the engineering staff.		
Tool that will take you to the right file folders. Very outdated.		
System	Box Culvert Design Programs	Rating
	0.00	Immaterial
Box Culvert Design Programs and other Fortran Bridge Development Tools. Accessed by Bridge Division. Engineers use this application to help in designing.		
System	Urban Programming	Rating
	0.00	Immaterial
Used to create programming scenarios for DOT		
System	Road Reporting System	Rating
	0.00	Immaterial
Web-based reporting of road conditions. Accessed by the public and state agencies.		